

Board Work Session at 6:00 pm, prior to the regular Board meeting.

**Muskegon Charter Township (MCT)  
Regular Board Meeting Minutes  
June 5, 2023**

**A. CALL TO ORDER:** Supervisor Hodges called the meeting to order at 7:00 pm.

**B. PLEDGE OF ALLEGIANCE:** Led by Trustee Kemp

**Present:** Hughes, Ream, Westbrook, Theile, Kemp, Grabinski, Hodges

**Excused Absent:** None

**Also Present:** Police Chief Thielbar, Fire Chief Glotzbach, DPW Director Smith, Planning/Zoning Administrator Werschem, Deputy Chief Dornbush, Township Attorney McGahan, and 8 guest.

Meeting was recorded and labeled the June 5, 2023 regular Board meeting.

**C. APPROVAL OF AGENDA:** June 5, 2023

It was moved by Trustee Grabinski and second by Trustee Kemp to approve the agenda with the removal of items 14-17.

**Motion Carried**

**D. PUBLIC COMMENT FOR ITEMS ON AGENDA ONLY**

Brad Walters - 285 N Mararebecah Ln – President of Local 4132 was here to speak on behalf of the union who feel it is best for the department and the community to open up the hiring process the Fire Chief position. There are 16 members of this union and the vote was 11-5 for a hiring process over promotion from within the department.

**E. CONSENT AGENDA**

**1. Regular Board Meeting Minutes – May 15, 2023**

**2. DPW Committee Meeting Minutes – May 9, 2023**

It was moved by Clerk Westbrook and second by Treasurer Theile to approve the consent agenda as presented.

**Motion Carried**

**F. UNFINISHED BUSINESS:** None

**G. NEW BUSINESS**

**1. Weekly Check Runs and Total of all Checks \$293,628.44**

It was moved by Trustee Hughes and second by Trustee Grabinski to approve payment of weekly and bi-weekly bills of \$293,628.44 from the appropriate accounts.

7 – Yeas: Hughes, Ream, Westbrook, Theile, Kemp, Grabinski, Hodges

0 – Nays:

Absent: None

**Motion Carried**

**NEW BUSINESS: *continued***

**2. Resolution No. 23-19 Outdoor Service Area (Softball World)**

It was moved by Treasurer Theile and second by Trustee Grabinski to approve Resolution No. 23-19.

7 – Yeas: Ream, Westbrook, Theile, Kemp, Grabinski, Hughes, Hodges

0 – Nays: Absent: None **Motion Carried**

**3. Resolution No. 23-21 Approving Deficit Elimination Plan**

It was moved by Treasurer Theile and second by Trustee Ream to approve Resolution No. 23-21.

7 – Yeas: Westbrook, Theile, Kemp, Grabinski, Hughes, Ream, Hodges

0 – Nays: Absent: None **Motion Carried**

**4. Consideration of OVCE Summer Parks & Recreation Proposal**

It was moved by Treasurer Theile and second by Trustee Grabinski to approve continuing with support for this program if it is moved to one of the Township parks.

Unanimous Voice Vote **Motion Carried**

**5. Consideration of Notice of Retirement for Chief Glotzbach**

It was moved by Trustee Grabinski and second by Treasurer Theile to reluctantly accept to retirement of Chief Glotzbach and to implement a hiring process for internal and external applicants using the help of a consultant with a fee up to \$5,000.00. Trustee Kemp stated that he disagrees with the motion and that we should promote from within the department.

4 – Yeas: Theile, Grabinski, Westbrook, Hodges

3 – Nays: Kemp, Hughes, Ream Absent: None **Motion Carried**

**6. Resolution No. 23-18 Adoption of Ordinance 23-04 Rezone RR to R1 Becker Rd**

It was moved by Trustee Grabinski and second by Trustee Kemp to approve Resolution No. 23-18 and to adopt Ordinance 23-04.

7 – Yeas: Kemp, Grabinski, Hughes, Ream, Westbrook, Theile, Hodges

0 – Nays: Absent: None **Motion Carried**

**7. Consideration of Special Use Permit for Flag Lot Becker Rd**

It was moved by Treasurer Theile and second by Trustee Grabinski to approve the application for the special use permit.

Unanimous Voice Vote **Motion Carried**

**NEW BUSINESS: *continued***

**8. Resolution No. 23-16 Adoption of Ordinance 23-05 “Fences, hedges and walls in residential zone” subsection (h) “corner lots”**

It was moved by Treasurer Theile and second by Trustee Hughes to approve Resolution No 23-16 and adopt Ordinance 23-05.

7 – Yeas: Grabinski, Hughes, Ream, Westbrook, Theile, Kemp, Hodges  
0 – Nays: Absent: None **Motion Carried**

**9. Resolution No. 23-15 Adoption of Ordinance 23-06 “Mobile Food Vending Units”**

It was moved by Trustee Grabinski and second by Trustee Kemp to approve Resolution No 23-15 and adopt Ordinance 23-06 as amended.

7 – Yeas: Hughes, Ream, Westbrook, Theile, Kemp, Grabinski, Hodges  
0 – Nays: Absent: None **Motion Carried**

**10. Consideration of Mobile Food Vending Units Application and Fee Schedule**

It was moved by Treasurer Theile and second by Trustee Grabinski to approve the mobile food vending units’ application and fee schedule.

7 – Yeas: Ream, Westbrook, Theile, Kemp, Grabinski, Hughes, Hodges  
0 – Nays: Absent: None **Motion Carried**

**11. Consideration of Consumers Energy Replacement/Installation of Street Lights Agreement**

It was moved by Trustee Kemp and second by Trustee Grabinski to approve the Consumers Energy Street Light agreement.

7 – Yeas: Westbrook, Theile, Kemp, Grabinski, Hughes, Ream, Hodges  
0 – Nays: Absent: None **Motion Carried**

**12. Consideration of Life Insurance Policy Change**

It was moved by Trustee Ream and second by Treasurer Theile to approve the life insurance policy change with a budget amendment.

7 – Yeas: Theile, Kemp, Grabinski, Hughes, Ream, Westbrook, Hodges  
0 – Nays: Absent: None **Motion Carried**

**13. Consideration of Donated Leave Policy Redline**

It was moved by Treasurer Theile and second by Trustee Grabinski to approve the redline changes to the donated leave policy which states you can only donate vacation and personal leave and under Eligibility Criteria No. 5 scheduled surgeries was removed and elective surgeries was added.

Unanimous Voice Vote **Motion Carried**

~~**14. Consideration of Resolution No. 23-20 Board Meeting Time Change**~~

~~**15. Consideration of Board Rules**~~

**NEW BUSINESS: *continued***

~~16. Consideration of EAP Policy Change~~

~~17. Consideration of EAP Program~~

**18. Consideration of Policy Change Procedure**

It was moved by Trustee Grabinski and second by Trustee Hughes to approve the policy change procedure.

Unanimous Voice Vote

**Motion Carried**

**H. PUBLIC COMMENT**

Susie Hughes – 2425 Safari Ln – She stated that there is a house across the street that has very tall grass and they leave their garbage cans at the edge of the road. She said that a couple of their neighbors have reached out to her asking for her help with getting that yard cleaned up.

**I. ANNOUNCEMENTS**

Treasurer Theile stated that there are now 81 vendors for the upcoming vendor and craft show at Softball World on June 17<sup>th</sup> from 9:00am – 3:00pm.

Supervisor Hodges stated that we are starting to receive equipment for the pickleball courts for a few of our parks.

**J. ADJOURNMENT**

It was moved by Trustee Kemp and second by Trustee Grabinski to adjourn the meeting at 7:31pm.

Reviewed by:   
Jennifer Hodges, Supervisor

Recorded by:   
Carrie Westbrook, Clerk

# Minutes 2023-06-05

Final Audit Report

2023-06-12

Created:	2023-06-12
By:	Jennifer Hodges (jhodges@muskegontwp.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAApE_GihQgLNmXlyHnwinWI5mm_FR3t0pP

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-  Document created by Jennifer Hodges (jhodges@muskegontwp.org)  
2023-06-12 - 8:18:05 PM GMT- IP address: 172.87.33.194
-  Document emailed to cwestbrook@muskegontwp.org for signature  
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-  Signer cwestbrook@muskegontwp.org entered name at signing as Carrie Westbrook  
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